



Department of Health and Human Services
Public Health Service
Indian Health Service



Vacancy Announcement

Announcement No.: **IHS-09-072**
Opening Date: **06-15-2009**
Closing Date: **Open Until Filled***
Area of Consideration: **Govt-Wide**
And Any Qualified Indian Preference Candidates

***First cutoff date will be June 29, 2009. Subsequent cutoff dates will be every 15 days or until the positions are filled.**

INDIAN PREFERENCE POLICY: The Indian Health Service (IHS) is committed to affording employment preference to American Indian and Alaska Native candidates who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in Indian Health Manual, Part 7, Chapter 3. The IHS is also committed to achieving full and equal opportunity without discrimination because of race, religion, color, gender, national origin, age, physical or mental disability and sexual orientation. The IHS has a zero tolerance for sexual harassment or reprisal.

POSITION TITLE, SERIES, GRADE:

Contract Specialist
GS-1102-12 and GS-1102-13

OFFICE LOCATION:

Office of the Director
Office of Environmental Health &
Engineering
Division of Engineering Services - Seattle
Rockville, Maryland

SALARY RANGE:

GS-12: \$71,889 to \$ 93,451 PA
GS-13: \$85,487 to \$111,134 PA

Duty Station: Seattle, Washington

- **Two Temporary Part-Time Positions NTE 1 Year (One GS-1102-12 and One GS-1102-13 – ARRA)**
- **Appointments may be extended in increments of up to one year.**
- Positions have no known promotion potential.
- **Reemployed annuitants may be appointed to this position without discontinuing their annuity or offsetting their salary during the period of reemployment. However, reemployed annuitants may be required to repay their lump sum annual leave if reemployed during the projected period covered by their lump sum payment.**
- Public Trust Level 5 Background Clearance is Required.
- Position does **not** contain supervisory responsibilities.
- Travel and relocation expenses will **not** be paid.
- Faxed Applications **will not be accepted.**
- Supporting Documents **ONLY** will be accepted by fax at 301.594.3146.
- **Responses to the KSA's is REQUIRED and each KSA must be responded to separately.**
- You **must** be a U.S. citizen to qualify for this position.
- All application and required documents (See Required Documents on Page 5) **MUST** be received by **5:00**

PM Eastern Time (ET) the date this vacancy announcement closes.

- If you are submitting your application via U.S. Postal Service (regardless if it is Priority Overnight or Federal Express) please allow at least three days prior to the closing date of this vacancy announcement due to screening of all mail prior to delivery at this facility.

BRIEF STATEMENT OF DUTIES: As a contracting specialist in the Indian Health Service (IHS), Office of Environmental Health and Engineering (OEHE), Division of Engineering Services (DES), the employee will be responsible for all aspects of acquisition leading to award of construction contracts for time-sensitive projects funded by the American Recovery and Reinvestment Act of 2009. Project delivery may be accomplished under FAR Part 36 procedures or under the procedures of Title I or Title V of the Indian Self Determination and Education Assistance Act. The job will require the ability to manage multiple simultaneous acquisitions at different locations in order to make award of all acquisitions within the period of fund availability and to achieve the goals for fund obligation identified in the agency spending plans.

GS-1102-13: Serves as team lead with responsibility for planning work assignments, advertising, negotiation, award and administration of A/E and construction contracts and the pre-award and post-award functions. Works with the Director DES-Seattle, branch chiefs and program personnel to establish acquisition plans; identify clearances; review draft Request for Contract (RFC); identify unclear or ambiguous requirements; and verifies that sufficient funds are available. Assigns selected requirements to acquisition team members based upon complexity, dollar value, existing workload, urgency and other factors that may affect the awards; reviews and approves assignments including Synopsis; Requests for Proposal; Invitations for Bid; contract awards; protest files; and contractual correspondence. Provides advice and guidance and serves as DES review and comment authority for contract matters related to Federally-Assisted projects and programs. Prepares and issues Request for Fee Proposal covering A/E services and Invitations for Bid covering construction services. Opens and records bids, and reviews offers. Establishes negotiation position for technical issues and for all proposed costs/prices and for fee/profit. Conducts debriefings of unsuccessful offerors. Ensures contract compliance with contract provisions. Analyzes federal and departmental regulations and forms basis for the issuance of internal policy.

GS-1102-12: Employee is responsible for planning, advertising, negotiating, award and administration of A/E and construction contracts and the pre-award and post-award functions. Works with the Contracting Officer and program personnel to develop acquisition plans; identifies applicable clearances; establishes acquisition milestones; schedules completion and timely approvals of acquisition plans; plans specific contract requirements for inclusion in the RFC; and identifies ambiguous requirements and verifies that sufficient funds are available. Provides technical guidance on business and contractual aspects related to federally assisted projects and programs. Responsible for preparation of Synopsis of assigned projects. Prepares and issues Request for Fee Proposal covering A/E services and Invitations for Bid covering construction services. Opens and records bids ensuring that offers are responsive to solicitation requirements. Prepares pre-award files and documents, written determination and findings and forwards to officials for approval. Establishes negotiation position for review and approval by the Contracting Officer. Negotiates all cost issues and leads negotiation of technical issues. Conducts debriefing of unsuccessful offerors. Prepares file in response to protests, claims or other appeals. Ensures contract compliance with contract provisions.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENT: (Education & Experience)

The basic qualifications for this position are in the Operating Manual for Qualification Standards for General Schedule Positions, Individual Occupational Requirements for GS-1102: Contract Specialist, please click on link(s) below to view:

<http://www.opm.gov/qualifications/sec-iv/b/gs1100/1102.htm>

<http://www.opm.gov/qualifications/1102QAs.htm>

Basic Requirements for GS-5 through GS-12

- A. A 4-year course of study leading to a bachelor's degree with a major in any field; **OR**
- B. At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. A 4-year course of study leading to a bachelor's degree with a major in any field.
- C. Graduate Education. To qualify for GS-1102 positions on the basis of graduate education, graduate education in one or a combination of the following fields is required: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Note - For positions at GS-7 through GS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower level, that provided the knowledge, skills, and abilities to perform successfully the work of the position, in addition to meeting the basic requirements in paragraph A or B, above.

- D. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

At the GS-12 level and above there is no educational equivalent and 1 year of specialized experience equivalent to at least the next lower grade level is required.

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

Basic Requirements for GS-13 and Above Basic Requirements for GS-13 and Above

- A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position. **AND**
- B. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.
- D. Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the

agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

Specialized Experience: is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of this position, and that is typically in or directly related to the work of this position. **Examples of Specialized experience include but are not limited to: Planning work assignments, advertising, negotiating, award and administration of construction contracts for repair and improvement of facilities; pre-award and post-award functions. Experience with Federal, Departmental, Agency, and local contract laws, regulations and procedures applicable to acquisition and construction contracts. Experience with Project delivery using special contracting authority, such as the Indian Self-Determination Act.**

Applicants must clearly demonstrate in their application that they possess strong qualifications/experience required of this position. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Examples of specialized experience that can be creditable are shown under “*Brief statement of Duties*” above.

Time-In-Grade Requirements: Merit Promotion candidates must have completed 52 weeks of service no more than 1 grade lower than the position to be filled.

- Applicants must meet all qualification requirements within 30 calendar days after the closing date of this announcement.
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EVALUATION METHOD: Applicants who meet the basic qualification requirements described above will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisals, etc., indicate they possess the **Knowledge, Skills, and Abilities (KSA)**, described below. All applicants **must** provide clear, concise examples that show level of accomplishment or degree to which they possess the KSAs. The information provided will be used to determine the **Best Qualified** candidates.

Responding to KSA's is REQUIRED and each KSA must be answered and a separate response must be made for each question.

1. Knowledge of Federal, Departmental, and Agency contracting procurement laws, regulations, and procedures.
2. Knowledge of construction business practices, contracting methods, and technical terminology.
3. Skill in managing multiple concurrent contract actions and coordinating several contracts with different contractors.
4. Ability to communicate orally and in writing.

These standards also cover positions in the Excepted Service filled under 5 CFR 213.3116(b)(8) by Indians entitled to Indian Preference.

WHO MAY APPLY:

Merit Promotion Candidates (MP): Applications will be accepted from status eligibles (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Service.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or reinstatement eligible applicants entitled to Indian Preference may also apply under the provision of the Indian Health Service ESEP.

- **Candidates must indicate whether their application is being submitted under the *IHS Excepted Service Examining Plan* or the *IHS Merit Promotion Plan*, or both if applicable.**

Veterans' Preference: Veterans who are preference eligible and who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference must submit [Form SF-15, Application for 10-point Veterans Preference](#). For more information on all veterans employment issues such as Veterans' preference or special appointing authorities see the [VetGuide](#) found in website WWW.OPM.GOV.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

Commissioned Corps Officers: PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by the Indian Health Manual, Part 7, Chapter 3, **and must submit all other documents specified in this announcement including KSAs, transcripts, registration, etc.**

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. **Well qualified** is defined as displaced Federal employees who meet all education and experience requirements, applicable selective factor(s) and receive a minimum rating of 90 out of a possible 100. For information on how to apply and required proof of eligibility, please refer to these hyperlinks: for **CTAP:** <http://career.psc.gov/chpublic/ctap.html> and for **ICTAP:** <http://career.psc.gov/chpublic/ictap.html>

Reasonable Accommodation for Disabled Applicants: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.

TTY NUMBER IS 301.443.6394

HOW TO APPLY

REQUIRED DOCUMENTS:

1. Submit one of the following: OF-612, Optional Application for Federal Employment; or a resume which must include information as indicated on the OF-612. The OF-612 may be downloaded from <http://www.opm.gov/forms/html/of.htm>.
2. **A written response to each KSA.** In addressing each KSA, please include position held, specific tasks, assignments, problems resolved, your level of responsibility, and results achieved. These statements will impact on the evaluation and ranking processing.

- **FAILURE TO SUBMIT THE ABOVE REQUIRED DOCUMENTS WILL ELIMINATE CANDIDATES FROM CONSIDERATION FOR THIS POSITION.**

REQUIRED DOCUMENTS (if applicable)

3. For Commissioned Corps, a copy of the most recent Commissioned Officers Effectiveness Report, and your current billet.
4. Current civil service employees and reinstatement eligible applicants, **if selected, will be required to provide a copy of their most recent SF-50** (Notification of Personnel Action) to this office.
5. Indian Preference applicants - to obtain preference, applicants must provide a **completed copy of Form BIA- 4432**. Applicants who wish to receive Indian Preference **MUST** submit the Form BIA-4432, *Verification of Indian Preference for Employment in BIA and IHS Only*. Indian Preference will not be given unless Form BIA-4432 is attached to the application/resume.
6. Handicapped, VEOA, VRA, disabled veteran, and others eligible under special appointing authorities must clearly specify this eligibility on their application and submit proof of appointment eligibility. If applying under VEOA or VRA, a DD-214 (Certificate of Military Discharge) must be submitted with application. If applying under disabled veteran, a DD-214, SF-15 and a letter from the Veterans Administration (if receiving disability compensation) must be submitted with application.
7. If you are substituting education for experience, or if there is a positive education requirement, you must submit a copy of your college transcript [OPM form 1170 and CSC form 226 are obsolete and are no longer accepted in lieu of the college transcript]. Education above the high school level **WILL NOT BE CREDITED** without official verification (e.g., copy of transcript).
8. Applicants are also requested, but not required, to complete an Applicant Background Survey. Submission of this survey is strictly voluntary and is available at http://www.psc.gov/forms/HHS/HHS_Applicant_Background_Survey.pdf. The form is used for statistical purposes only and will not be forwarded to the selecting officials.

HOW TO SUBMIT YOUR APPLICATION

- 1) **You may submit your application by U.S. Mail or other commercial carrier.**
Applications may be mailed to the following address:

Indian Health Service
Division of Human Resources
801 Thompson Ave., Suite 120
Rockville, Maryland 20852

Note: Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted.

- 2) **You may submit your application in person.**

If you wish to submit an application in person, please bring your application to:
12300 Twinbrook Parkway, Suite 230,
Rockville, Maryland 20852

- 3) **You may submit your application by email.**

If you wish to submit your application by email, you may send it to the following email address:
HJDHR@ihs.gov

If you choose to use email to submit your application, all required supporting documents should be included as .pdf attachments to the application and included in the email submission.

Vacancy Announcements may also be downloaded from the **OPM Website, USAJOBS**, <http://www.usajobs.gov> or **IHS Website, www.ihs.gov**. **NOTE: Applicants may use the online form to assist them in developing their application. However, since the USA jobs transmission does not allow for the inclusion of attachments, the final application should be printed and all required supporting documents listed above should be included as attachments to the application, and submitted by one of the three methods above (mail, in person delivery or email).**

Faxed applications will **not** be accepted.

All applications along with all supporting documents must be received by close of business 5:00 pm Eastern Time (ET) on the closing date of this vacancy announcement. We encourage early submissions of all applications regardless of method. Applicants are also encouraged to use certified mail, or to contact the Human Resources office to confirm receipt prior to the closing date.

OTHER IMPORTANT INFORMATION:

- All applications are subject to retention. Requests for copies will not be honored. Additional information will not be solicited by this office.
- For additional information, contact **Delilah Covers Up**, Management Analyst, at **(301) 443-6520**.
- **Reasonable Accommodation for Disabled Applicants:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Division of Human Resources at (301) 443-6520. The decision on granting reasonable accommodation will be on a case-by-case basis.
- **TTY NUMBER IS 301.443.6394**
- Before hiring, the IHS will ask you to complete the **Optional Form (OF) 306, "Declaration for Federal Employment"** to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
- **If you are a male over the age of 18, and born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.**
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries reduced. All employees must pay any valid delinquent debt or the agency may garnish their salary.

THE IHS is a TOBACCO-FREE ENVIRONMENT and an EQUAL OPPORTUNITY EMPLOYER
